



# Enrollment / Change Form

Renewing/Existing Groups Effective: 1st of the Month Only

**HealthPass**

7120 Lake Ellenor Drive  
Orlando, FL 32809-5721  
Member Services: (888) 313-7277  
Billing: (888) 313-7010  
Fax: (888) 354-7277  
Email: forms@healthpass.com

**Enrollment / Additions**

- Group Open Enrollment
  - Medical  Dental  Vision  EverGuard
- New Employee
- Status Change (PT to FT) on \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Involuntary loss of coverage \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Add Dependent
  - Birth on \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  - Marriage on \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  - Adoption (Attach Legal Document)
- Other (describe) \_\_\_\_\_

**Terminations / Changes**

- Voluntary  Involuntary
  - Medical  Dental  Vision  EverGuard
- Cancel Dependents listed below in Section D
- Changes: Check off below and fill in sections C&J**
  - New Street Address
  - New Home Phone
  - New Name
  - Other \_\_\_\_\_

**Continuation-of-Coverage / COBRA**  
**IMPORTANT! Payment required for activation of COBRA coverage. Remit with form directly to HealthPass.**

- Employee Election
- Dependent(s) Election
- Start date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Qualifying Event & Date**

- Involuntary**
  - Termination/Laid off
- Voluntary**
  - Death of Covered Employee \_\_\_\_\_
  - Dependent Child Aged Out \_\_\_\_\_
  - Divorce of Covered Employee \_\_\_\_\_

**A Waiving Coverage** (complete Sections A, C, J and K) Check off plan(s) you are waiving:

By waiving coverage, I understand I will not be able to enroll without a qualifying event until my employer's next open enrollment.

- |  |  |   |                                      |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Health / Reason:<br>Name of Insurer _____ | <input type="checkbox"/> Covered by other plan<br>Name of Policyholder _____ | <input type="checkbox"/> Not interested – no other coverage<br>Policy ID# _____ | Effective Date<br>____ / ____ / ____ |
| <input type="checkbox"/> Dental / Reason:                          | <input type="checkbox"/> Covered by other plan                               | <input type="checkbox"/> Not interested – no other coverage                     |                                      |
| <input type="checkbox"/> Vision / Reason:                          | <input type="checkbox"/> Covered by other plan                               | <input type="checkbox"/> Not interested – no other coverage                     |                                      |

**B Prior Coverage** **Failure to indicate prior coverage may result in claims issues.**

Name of Insurer _____	Name of Policyholder _____	Policy ID# _____	Effective Date ____ / ____ / ____	Term Date ____ / ____ / ____
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**C Employee Information** **All information must be provided for enrollment.**

Are you an owner of the company?  Yes  No

Company Name _____	Date of FT Hire _____	Hrs. Worked Per Week _____	<input type="checkbox"/> Actively at Work
			<input type="checkbox"/> Retired
Employee Name (Last, First, Middle Initial – PLEASE PRINT) _____	Social Security # _____		<input type="checkbox"/> Male
			<input type="checkbox"/> Female
Street Address _____	Apt # _____	City _____	State _____ Zip _____
Home/Cell Phone (____) _____	Business Phone (____) _____	Birth Date (MM/DD/YY) _____	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced

**If you are selecting a plan from CompreHealth or the Oxford Liberty HMO please also select a primary care physician.**

Dr. Name: \_\_\_\_\_ ID# \_\_\_\_\_



**D Dependent Information** **List all Dependents** (Last Name, First, Middle Initial)

<b>Spouse*</b> (Last, First, Middle Initial) _____	<input type="checkbox"/> M <input type="checkbox"/> F	Birth Date (MM/DD/YY) _____	Social Security # _____
Dr. Name: _____	ID# _____		
<b>Dep # 1</b> (Last, First, Middle Initial) _____	<input type="checkbox"/> M <input type="checkbox"/> F	Birth Date (MM/DD/YY) _____	Social Security # _____
Dr. Name: _____	ID#: _____		
<b>Dep # 2</b> (Last, First, Middle Initial) _____	<input type="checkbox"/> M <input type="checkbox"/> F	Birth Date (MM/DD/YY) _____	Social Security # _____
Dr. Name: _____	ID#: _____		
<b>Dep # 3</b> (Last, First, Middle Initial) _____	<input type="checkbox"/> M <input type="checkbox"/> F	Birth Date (MM/DD/YY) _____	Social Security # _____
Dr. Name: _____	ID#: _____		


\*Spouses enrolling under a different last name must provide a copy of their marriage certificate. Domestic Partner Coverage offered through all carriers. See eligibility guidelines.  
All provider changes must be done through the carrier directly. **Online form(s) available at www.healthpass.com**

**E Type of Medical Coverage:**  Employee Only  Employee and Spouse  Employee and Child(ren)  Family  
 Please check if enrolling a Domestic Partner

**F Medical Plan Options**

	In-Network Only	In & Out-of-Network	Cost-Sharing	HSA Plans
	<input type="checkbox"/> CompreHealth HMO+ 20/25-200 <input type="checkbox"/> CompreHealth HMO+ 30/50-500 <input type="checkbox"/> CompreHealth HMO+ 30/50-1000 <input type="checkbox"/> CompreHealth HMO+ 30/50-1000 G (CompreHealth is for NY residents only, network is limited to 5 Boroughs, LI, and Westchester)	Not Available	Not Available	Not Available
	<input type="checkbox"/> Ox Liberty HMO 30/50-500(1000max) <input type="checkbox"/> Ox Freedom EPO 50-500(2500max)	Not Available	<input type="checkbox"/> Ox Liberty EPOcs 25/50-2000 <input type="checkbox"/> Ox Liberty PPOcs 25/40-1000/2000	Not Available

**G Dental Plan Options** Note: If your employer is offering Dental coverage, please indicate the coverage(s) desired. Effective date 1st of month only.

 GUARDIAN™


Managed DentalGuard (DMO)  DentalGuard Preferred (PPO)  
 Managed DentalGuard Plus (DMO)  DentalGuard Preferred Plus (PPO)

Employee Only  Employee and Spouse  Employee and Child(ren)  Family  
 Please check if enrolling a Domestic Partner

Please select Dental Facility ID# at initial enrollment only for DMO Coverage:


Employee: \_\_\_\_\_ Spouse/Domestic Partner: \_\_\_\_\_ Dep.#1: \_\_\_\_\_ Dep.#2: \_\_\_\_\_ Dep.#3: \_\_\_\_\_

**H Vision Plan Option** Note: This is a 24 month contract based on your group's effective date. Coverage can only be cancelled at the completion of 2 years or if all HealthPass coverage is cancelled. Effective date 1st of month only.

 GUARDIAN™

I am electing VisionGuard  
 Employee Only  Employee and Spouse  Employee and Child(ren)  Family  
 Please check if enrolling a Domestic Partner

**I EverGuard Plan Options** Note: You may only elect the coverage level offered by your employer. If electing coverage, please indicate beneficiary(ies). Available to employees only (no dependents).

 GUARDIAN™

I am electing EverGuard  I am electing EverGuard Plus

Select up to two beneficiaries. Indicate the percent of life insurance proceeds for each beneficiary. Must total 100%.

Beneficiary Name	Relation	Percent	Beneficiary Name	Relation	Percent
#1: _____	/	/ %	#2: _____	/	/ %

**J Employee Signature**

I hereby apply for the health insurance company and benefit plan selected, understanding all benefits and coverage as specified in the enrollment materials and agreeing to abide by all the rules and regulations therein specified. I certify that I am actively at work a minimum of 20 hours per week and will notify HealthPass if my employment status changes. I elect to enroll myself and the family members indicated on this form with the medical and dental plans and primary care provider as indicated on this form. I certify that all dependents listed on this form are eligible for coverage under the terms of the plan documents. I agree to notify my employer within 30 days when such eligibility ceases. I understand the medical or dental plans have no liability to provide coverage for ineligible dependents. On behalf of myself and all family members, I hereby authorize all physicians, nurses, hospitals and other providers who or which have at any time, either before or after we became covered by the health insurance company, provided any diagnosis, treatment or any other service to any of us, to furnish the insurance companies or their authorized representative all information and records relating thereto. A photocopy or digital image of this authorization shall be considered as valid as the original. I understand that the Participating Providers, if any, do not necessarily include all types of doctors or providers.

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided that you request enrollment within 30 days after your other coverage ends. See eligibility guidelines. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that you request enrollment within 30 days after the marriage, birth, adoption or placement for adoption. If I am required to contribute premium toward my coverage, I hereby authorize my employer to deduct such contributions in advance from wages due me and remit same to HealthPass. (The subscriber is responsible for the total cost of care received or for drugs purchased which are not authorized by the plan.)

\*Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.\*

I have carefully read this section and certify that all information provided on this form is true and complete to the best of my knowledge.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**K Employer Signature** Form must be signed and dated by an Authorized Company Representative.

I certify that the person(s) presented on this form are eligible employees (or dependents) and work for the employer identified on this form.

Signature \_\_\_\_\_ Date \_\_\_\_\_ HealthPass Group # \_\_\_\_\_  
 Authorized Company Representative (if enrolled)